

## **Constitution of the Pre-Physician Assistant Club**

**Preamble:** The Pre-Physician Assistant club aims to serve as an educational club regarding the profession of Physician Assistant. The Physician Assistant Club's purpose is to offer pre-professional development for students heading into the physician assistant profession.

### **Article I:**

- a) Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. (See section I.D. 3(c) on page 6 of the Code.)
- b) Limitations of Membership:
  - a. Must be a current student at Indiana University
  - b. Must have a sincere interest in physician assistant as a possible profession
- c) Different Classes of Membership:
  - a. Executive Officers
    - i. Must be elected by mass members in March of year prior to serve on Executive Board
  - b. Mass Members
    - i. Students are able to join at any time, but must pay dues regardless of when they join.
- d) The Pre-Physician Assistant Club does not select mass members. Members can join on their own will. Members will be revoked if dues are not paid in full and if they are in violation of the Code of Students Rights, Responsibilities, and Conduct.
- e) Membership is contingent on payment of dues.

### **Article II: Statement of University Compliance**

- a) This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

### **Article III:**

- a) Title and Role of Officers
  - a. President: The President of the Club will ultimately run each organizational meeting. The President will call the meetings, set the agenda, and contact Executive Officers and Mass Members regarding meeting times/dates. The President will also keep the Advisor current organization activities.
    - i. President and Vice President will share the responsibility of completing required University paperwork.

- b. Vice President: The Vice President will take over all duties and responsibilities in the absence of the President with any decision making regarding the Club.
    - i. President and Vice President will share the responsibility of completing required University paperwork.
  - c. Secretary: The Secretary will record minutes of each meeting, both Mass Member and Executive Board meetings. The Secretary will also monitor Club email account and respond to emails as necessary.
  - d. Treasurer: The Treasurer will attend a Student Organization Accounts (SOA) training meeting. The Treasurer will oversee all financial responsibilities of the Pre-Physician Assistant Club. The Treasurer will share financial responsibility for any debts, losses, or errors in the accounting for income and/or expense involved in the proper execution of the position.
  - e. Philanthropy Chair: The Philanthropy Chair will organize at least one volunteer outing per semester.
- b) Requirements of Executive Officers: Those who serve as Executive Officers of the Physician Assistant Club do not need prior to experience to serve on the Executive Board. Executive Officers must have a genuine interest in the profession of Physician Assistant and educating others about the profession. Executive Officers will set organization goals, both short and long term. No GPA requirement is necessary.
  - c) Executive Officers will serve for one academic year and will take office in March of the year elected. Executive Officers will turn over their position at the meeting following the election. Past officers will serve as a guide for current officers if any assistance regarding the Club is needed.
  - d) Officer vacancies are filled according to the chain of command. Officers will submit a formal letter of resignation to the Club and Advisors of the Club.
  - e) Executive Officer meetings will be held prior to each mass member meeting. These meetings are called by the Advisor, President or Vice President. The Advisor is not considered an Executive Officer. A majority rule will determine decisions to be made.
  - f) Officers are selected by nominations and voting by secret ballot. Office vacancies will be filled according to the chain of command.
  - g) A majority vote from the Executive Board is required for removal of a person from office.

#### **Article IV: Advisor**

The Advisor for the Pre-Physician Assistant Club is Rick Mynark. The responsibilities and duties of the Advisors include providing guidance in all matters regarding the Pre-Physician Assistant Club, calling both mass member and Executive Board meetings when necessary, and overseeing all aspects of the Pre-Physician Assistant Club.

## **Article V: Meetings**

- a) Regular meetings will be held monthly and will be advertised through emails sent by Health Professions and Pre-Law Information Center (HPPLIC) and other undergraduate academic Advisors. The President, Vice-President, and Advisor have the right to call meetings.
- b) The President sets the agenda for the meetings. Rules of order are open for discussion during meetings. However, meeting structure is not mandatory for all meetings.
- c) Emergency or special meetings are called via emails by the authority of the President and/or Advisor. Members are notified of these meetings through email.
- d) Attendances for the meetings are recorded by having all members in attendance sign the sign-in sheet.

## **Article VI: Elections**

- a) Elections will be held annually in March at which time the new officers will take office, under the guidance of the previous officers.
- b) People are nominated to run for office by nomination by self or others.
- c) Voting is by secret ballot. Fifty percent plus one of the members must be present and voting for a candidate to be elected.
- d) Members will be notified about upcoming elections during a meeting and via email one month prior to elections.

## **Article VII: Statement of Non-Discrimination**

- a) Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

## **Article VIII: Anti-Hazing Policy**

- a) Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **Article IX: Dues & Budget**

- a) Dues are charged for membership, the executive board decided the appropriate amount for membership dues.
- b) Dues will be collected once per semester. If the dues are not paid by the deadline members will be given until the next meeting to pay the dues. If the dues are still not paid, their membership will be revoked.

- c) The Treasurer will be solely responsible for collecting all dues.
- d) The Treasurer will be responsible for creating and maintaining the budget. The budget will be revised once a semester.

**Article X: Finances**

- a) The Treasurer is in charge of financial affairs.
- b) The organization will be maintaining a Student Organization Account.
- c) The Pre-Physician Assistant Club will be in accordance with the Student Organization Accounts office policies and procedures regarding all finances.
- d) If the Pre-Physician Assistant Club dissolves, the remaining money will be returned to the Student Activities Office.

**Article XI: Personal Gain Clause**

- a) This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

**Article XII:**

- b) Eligible voting members will be notified of proposed amendments through email and announcements at meetings.
- c) A vote of 2/3 of the present members will be required to ratify an amendment.